

# AGENCY REVIEW FOR CONTINGENT DISPOSAL

DATE OF NOTICE

DISPOSAL DATE

THE RECORDS DESCRIBED ARE NOW SCHEDULED FOR DISPOSAL CONTINGENT ON COMPLETION OF SOME ACTION OR EVENT. PLEASE REVIEW THIS ACCESSION TO DETERMINE WHEN THE RECORDS MAY BE DESTROYED AND RETURN THIS FORM INDICATING YOUR APPROVAL OR DISAPPROVAL. IF YOU APPROVE, THE RECORDS WILL BE DESTROYED ON THE DATE YOU INDICATE BELOW. IF YOU DISAPPROVE, PLEASE INDICATE A NEW REVIEW DATE. NO ACTION WILL BE TAKEN ON THESE RECORDS UNTIL THIS FORM IS RETURNED TO OUR OFFICE.

*PLEASE ACT PROMPTLY.*

## RECORDS DESCRIPTION

ACCESSION NUMBER

SUBGROUP

DISPOSAL AUTHORITY

VOLUME (Cu. ft.)

SERIES DESCRIPTION

☐ APPROVEDDISPOSAL DATE  
(Month and year)☐ DIS-  
APPROVEDNEW REVIEW DATE  
(Year)

SIGNATURE / TITLE

DATE

ADDRESS OF AGENCY

ADDRESS OF FEDERAL RECORDS CENTER